



**Contracting with the
Forest Service**

Northern Intermountain
Acquisition Team

Missoula, MT
July 10, 2013

Presentation Roadmap

- Complicated federal procurement procedures
- Organizational structure and points of contact
- Types of projects for which Forest Service contracts
- Tools used by Contracting Officers
- Purpose of the Federal Acquisitions Regulations (FAR)
- FAR clauses in SAM, what they mean
- Questions

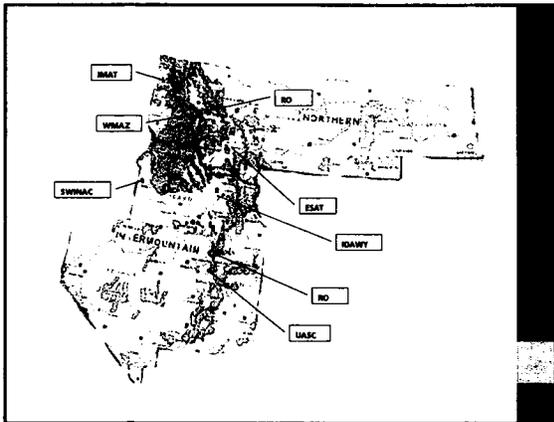
The Forest Service - Who Are We?

- Federal Agency –Largest agency in the Department of Agriculture (USDA)
- 23,000 personnel in 9 regions
- Manage 193 million acres of National Forests and Grasslands throughout the U.S.
- World's largest forestry research organization
- Provide technical and research support to States
- <http://www.fs.fed.us/>

Northern Intermountain Acquisition Team (NIAT)

- In 2008 AQM offices in Regions 1 & 4 were merged into a single organization
 - Very diverse ecologically as well as economically
- Six field units support the two regions
 - Offices include Procurement, Grants & Agreements, Leasing and Property





Region 1 Regional Office Missoula, MT

- **East Side Acquisition Team (ESAT)**
 - Center Lead, Daniel McGee – 406-494-0208
 - Helena, Lewis & Clark, Beaverhead-Deerlodge, Custer, Gallatin National Forests, and the Dakota-Prairie Grasslands
- **Western Montana Acquisition Zone (WMAZ)**
 - Center Lead, Bill Hodges – 406-329-3770
 - Lolo, Flathead, and Bitterroot National Forests
- **Idaho Montana Acquisition Team (IMAT)**
 - Center Lead, Bill Hodges (Temporary) – Above
 - Idaho-Panhandle, Nez Perce, Clearwater, and Kootenai National Forests

Region 4 Regional Office Ogden, UT

- **Utah Acquisition Service Center (UASC)**
 - Located at the Geospatial Service and Technology Center, 2222 West 2300 South, Salt Lake City, UT 84119
 - Center Lead, Melanie Russell – 801-975-3825
 - Ashley, Dixie, Fishlake, Manti-LaSal and Uinta-Wasatch-Cache National Forests and the Regional Office
- **Idaho/Wyoming Acquisition Center (IDAWY)**
 - Located at the Caribou-Targhee NF Headquarters Office, 1405 Hollipark Drive, Idaho Falls, ID 83401
 - Center Lead, Judy Martin – 208-524-7500
 - Caribou-Targhee, Bridger-Teton and Salmon-Challis National Forests
- **Southwest Idaho/Nevada Acquisition Center (SWINAC)**
 - Located at the Boise NF Headquarters Office, 1249 South Vinnell Way, Suite 200, Boise, ID 83709
 - Center Lead, Becky Briggs – 208-373-4190
 - Boise, Payette, Sawtooth and Humboldt-Toiyabe National Forests

Construction

- Campground Reconstruction
- Roads and Bridges
- Trail Construction
- Maintenance Buildings
- All Trades – HVAC, Electrical, Plumbing



Services

- Janitorial / Building Maintenance
- Waste Collection
- Equipment Repair
- Forestry Services
 - Tree Planting & Spraying
 - Slashing, Piling, Mastication
 - Hazardous Fuels Reduction



Solicitation Types

- Four basic types
 - Request for Quotations (RFQ)
 - Request for Proposals (RFP)
 - Invitation for Bids (IFB)
 - Commercial Item
- Four basic steps
 - Prepare solicitation
 - Publicize/advertise the requirement
 - Submission and evaluation of offer
 - Award contract

Request for Quotes

- Used for procurements under \$150,000
- Less formal, more simple procedure
- Government provides requirement to contractors, contractors provide quotes
- Government evaluates the quote and awards an order
- Contractor accepts order by signing or performing

Request for Proposals

- Used for procurements exceeding \$150,000
- More formal process requiring more documentation and more time
- Government issues RFP and contractor responds with a proposal
- Proposal evaluated against published factors
 - Government must consider past performance and price at a minimum
- Awards made on a "best value" basis

Invitation for Bids

- Can be used for any type of procurement but most commonly used for construction
- Contractor's sealed bids are opened publicly
- Award is made to the responsive/responsible bidder with the lowest price
- Relatively simple process
- Seldom used in the Forest Service
 - Replaced by best value RFPs

Commercial Items

- Simplified procedures resulting from FASA of 1994
- Preferred method of procuring goods and services
- Attempts to mimic commercial practices
- Requires less paperwork, fewer clauses, less time
- Not used in the Forest Service for construction projects

ADDITIONAL CONSIDERATIONS

- FAR requires that all acquisitions \$150,000 and under are automatically set-aside for Small Business.
 - Contracting Office is required to justify and obtain approval for awarding to other than Small Business.
 - If market research reveals that a Veteran Owned Small Business can provide the item, then they are allowed to bid (the acquisition cannot be restricted so that it excludes the VOSB) – Required by the FSAR.
- AGAR requires WO approval for acquisitions over \$150,000 that are not set-aside.

Small Business Procurement Goals

- Small Business 72%
- 8(a) Business 12%
- Small Disadvantaged (other than 8(a)) 17%
- Woman-owned 9%
- HUBZone 3%
- Service Disabled Veteran Owned 4%

Websites

- DUNS Number – www.dnb.com
- System for Award Management - www.sam.gov
- Small Business Administration – www.sba.gov
- Federal Business Opportunities - www.fbo.gov
- General Services Administration - www.gsa.gov
- Federal Acquisition Regulation - www.acquisition.gov/far/index.html or <http://farsite.hill.af.mil/vffara.htm>
- Annual FS Procurement Forecast - http://www.pforecast.net/cgi/osdbu_4cast2.cgi

Federal Acquisition Regulations

FAR Published in 1984
www.acquisition.gov/far/index.html or
<http://farsite.hill.af.mil/vffara.htm>

Purpose is to provide uniform policies and procedures for acquisition by all executive agencies.

FAR is primary document, agencies can implement and supplement the FAR with agency acquisition regulations. (AGAR, DFAR, DIAR, etc.)

Agency acquisition regulations can not conflict with FAR

System for Award Management (SAM)

- In effort to simplify contracting with government, SAM consolidated several government websites into one system.
- CCR/FedReg, ORCA, and EPLS are all now in SAM.
- No fee to register in SAM
- User guides and webinars are available under the help tab
- PTAC can assist in registering in SAM

SAM; Continued

- On line Representations and Certifications (ORCA)
- FAR states, Eliminate the administrative burden for contractors of submitting the same information to various contracting offices
- **READ ONLY PROVISIONS** - The following FAR and DFARS provisions are provided for you to read; they do not require completion of any data. Please note that when certifying at the bottom of the page, you are also certifying that you have read each one of these provisions.

SAM/ORCA, Cont.

- Go to FAR part 4.
- http://farsite.hill.af.mil/reghtml/regs/FAR2AFMCFARS/FARDFARS/FAR/52_000.htm#P550_78705

Pitfalls in Federal Contracts

- Register in SAM, have DUNS number and all CCR/ORCA completed in SAM
- Register in FBO (FedBizOps) to receive notices of opportunities
- READ solicitation carefully
 - -Especially important are section B (price) C (Statement of work) L (instructions to offerors), and M (Evaluation factors)
- Remember to include everything that is asked for in section L.



Questions?
